

Department: Public Health Nursing
Classification: Competitive
Grade: Ungraded - \$24.32/hr. - 2008 Rate

SPEC DISK B4
DOCUMENT 64

WIC PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for coordinating the development, implementation and direction of the Women, Infants and Children Supplemental Food and Nutrition Program. The incumbent provides a liaison between the County Health Department and the New York State Health Department to ensure adherence to federal Department to community based groups and organizations to ensure awareness of nutritional services provided at WIC clinics. Work is performed under the general supervision of the Director of Public Health with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over a small professional and clerical staff. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates WIC Nutrition Program with County Health Department, other related county agencies, State Health Department and food vendors;
Directs food delivery system including fiscal management, and budget requests, vendor contracts and food voucher control;
Develops and implements procedures for nutrition education, data collection and documentation in accordance with federal and state regulations;
Oversees certification process of program participants;
Coordinates medical evaluations of program participants with professional nursing staff to maximize efficient utilization of nutrition program;
Designs, implements and maintains record system for program;
Meets with community groups, agencies and health care professionals to promote WIC and nutrition services;
Assists Nutritionists in designing nutrition education components;
Compiles information and statistics needed for reapplication of program funding;
Oversees recruitment, orientation, supervision, training and evaluation of program staff;
Prepares and maintains a wide variety of reports;
Functions as state mandated competent Professional Authority (PA) for WIC eligibility and risk determination in absence of WIC Program Nutritionist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative principles and practices; good knowledge of WIC Program policies and regulations; good knowledge of the special needs and problems of WIC program clients; working knowledge of accepted methods and techniques of community organization and service delivery; working knowledge of accepted practices and techniques of data collection and record keeping; working knowledge of nutritional needs for a maternal/child health setting; ability to organize and supervise the work of others; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to express oneself effectively both orally and in writing; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or N.Y. State registered college or university with a Master's degree in Nutrition, Nursing, Health Education or Public Health Administration and one year of experience involving program management or supervision in a Public or Community Health Agency; or

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- (b) Graduation from a regionally accredited or N.Y. State registered college or university with a Bachelor's Degree in Nutrition, Nursing, Health Education or Public Health Administration and two years of experience involving program management or supervision in a Public or Community Health Agency; or
- (c) An equivalent combination of training and experience as defined above in (a) and (b).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

Amended: 9/24/92

Revised: 01/16/2008